

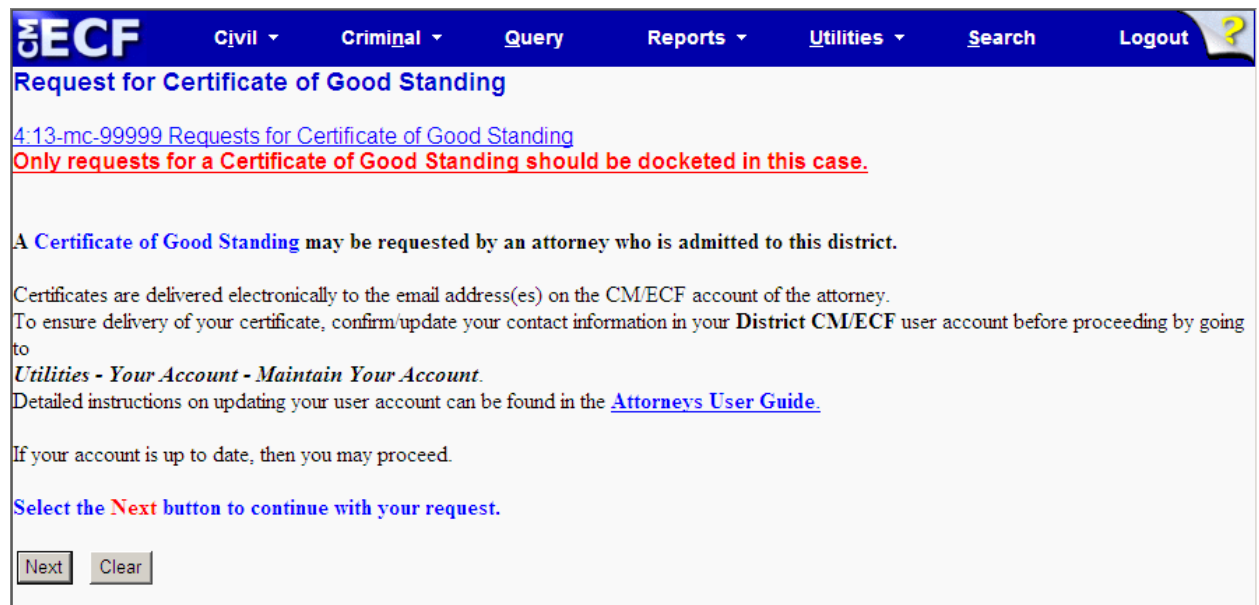
Request for Certificate of Good Standing

Event screens

1. Log in to the [Live District CM/ECF](#) system.
2. Select Civil > Other Filings > Certificate of Good Standing.



3. If your District CM/ECF user account has your current email address and other contact information, then click **Next** to continue; otherwise, update your account before proceeding.



4. Select the ***Request for Certificate of Good Standing*** event, and then click **Next** to continue.

EECF Civil Criminal Query Reports Utilities Search Logout ?

Request for Certificate of Good Standing

Available Events (click to select an event)

Request for Certificate of Good Standing

Selected Event

Request for Certificate of Good Standing

Select the event then the **Next** button to continue.

Next Clear

5. Answer the question displayed, and then click **Next** to continue.

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Have you verified or corrected your name, address, telephone, and email address in your CMECF user account?

☐ Yes

☐ No

Next Clear

6. Complete the fields on the screen by entering the appropriate information, and then click **Next** to continue.

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Request for Certificate of Good Standing

To request a certificate of good standing, you must complete all of the prompts.
You will also be directed to pay a fee for the certificate during this transaction.

Be sure to continue all the way through the event until you reach the *Notice of Electronic Filing (NEF)*.
The event is **NOT** submitted to the court until the NEF is displayed.

Attorney name:

State Bar Number:

Phone Number:

Next Clear

7. On the fee screen, the current fee for this transaction is displayed. Click **Next** to load the payment processing screen – pay.gov.



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There is a fee for this transaction.
Clicking **Next** will load the payment processing screen.

Fee: \$18

CONTINUE TO THE NEXT PAGE

8. On the pay.gov screen, enter all of the necessary information to complete the transaction, then click the appropriate **Continue** button associated with your type of payment.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment[Return to your originating application](#)
Step 1: Enter Payment Information 1 | 2
Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$18.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number

Account Number

Check Number

026946763

9243767390

1234

Payment Date: 05/23/2013

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment

Cancel

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$18.00

Billing Address: *





Billing Address 2:

City:

State / Province: Texas - TX

Zip / Postal Code:

Country: United States *

Card Type: Visa *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment

Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

9. Enter an email address, if desired, check the authorization check box, then click **Submit Payment**.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Dawna Kelly Billing Address: 515 Rusk St Billing Address 2: City: Houston State / Province: TX Zip / Postal Code: 77002 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$18.00 Transaction Date 05/22/2013 and Time: 09:44 EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

10. Click **Next** to continue to the Notice of Electronic Filing.

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Continue to click the **NEXT** button until you reach the *Notice of Electronic Filing (NEF)*.
The event is NOT submitted to the court until the NEF is displayed.

11. Click **Next** to continue to the Notice of Electronic Filing.

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12. Click **Next** to commit the transaction to CM/ECF and continue to the Notice of Electronic Filing.

ECF Civil Criminal Query Reports Utilities Search Logout

Request for Certificate of Good Standing

Docket Text: Final Text

Request for Certificate of Good Standing for attorney Johnny Appleseed, bar # 123456789, phone # 555-555-5555. (Fee pd: \$18, receipt number 0541-409178), filed.(dkelly,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

The Notice of Electronic Filing displays. Your entry has been submitted to the court.

ECF Civil Criminal Query Reports Utilities Search Logout

Request for Certificate of Good Standing

U.S. District Court
SOUTHERN DISTRICT OF TEXAS

Notice of Electronic Filing

The following transaction was entered on 6/14/2013 at 4:17 PM CDT and filed on 6/14/2013

Case Name: Requests for Certificate of Good Standing
Only requests for a Certificate of Good Standing should be docketed in this case.

Case Number: [4:13-mc-99999](#)

Filer:

Document Number: No document attached

Docket Text:
Request for Certificate of Good Standing for attorney Johnny Appleseed, bar # 123456789, phone # 555-555-5555. (Fee pd: \$18, receipt number 0541-409178), filed.(dkelly,)

4:13-mc-99999 Notice has been electronically mailed to: